

STANDARD OPERATING PROCEDURE – ARP TEAM

Meeting the FOOD SAFETY TRAINING and DOCUMENTATION Requirement

(as of September 2013)

Background: In September 2013, BRAFB's Compliance Auditor from Feeding America informed Agency Relations of the need to document agency training on Food Safety. This SOP describes the methods BRAFB will use to meet this requirement.

A. Food Bank Staff Training. Food Bank staff whose duties include overseeing USDA agency compliance should receive a training refresh annually. The annual update should include a review of the information outlined in the "Contents of Training" section below along with a discussion of typical agency questions.

B. Setting the Expectation with Agencies.

1. Announcement at Agency Meetings. The food safety training requirement should be announced and explained at each meeting of BRAFB agencies. Training materials should also be distributed.
2. Annual Agreement. BRAFB's annual agreement with agencies should articulate the food safety training requirement.
3. New Agencies. Orientation for new agencies should include a discussion of this requirement.

C. Methods for meeting the training requirement. Agencies can meet the training requirement by participating in training sessions provided by BRAFB (phone conferences, in-person meetings) or at the time of BRAFB monitoring and on-site visits.

D. Contents of Training.

Food and other items distributed by the Food Bank are routinely checked to ensure quality and safety. Nevertheless, we encourage Agencies to look over all items before distribution or use in the meals.

Below are some guidelines for determining whether or not you should keep a product. Whenever you have trouble making a decision, it's best just to discard it—"When in doubt, throw it out!"

First, look for any problems in, on, and around containers: contaminations such as spills and/or leaks, pest infestation (gnaw marks, droppings), significant damage (rips, fractures, sharp dents), and deterioration (rotten odors, discoloration). If any of these are present, throw the product away.

The following items should also be thrown away:

- Cans with bulging end or body or with pitted rust that cannot be rubbed off;
- Cans where the end of can moves in and out when pressed, or sharp, deep dents in cans especially at seams;
- Homemade items, including canned products;
- Infant formulas and infant food beyond the date printed on container;
- Unlabeled ammonia, bleach or other household chemical;
- Leaking personal care items such as shampoo, hand lotion or liquid soap;
- Aerosol container missing the outer lid and/or the inner button, unless these pieces can be replaced;
- Cans, jars, bottles and packages without the manufacturer's name and ingredients;
- Food service items such as paper plates, napkins, cups, foil, etc. in torn packaging;
- Food items that are mixed in boxes with non-food items (ex: crackers in box with bleach).

Storage Guidelines:

Dry storage area:

- Keep storage floor clean of dust build-up, cobwebs and soil.
- Keep all product 6 inches or more off the floor by means of shelving, pallets or other platform.
- Maintain space between walls and ceilings and food items.
- Target storage temperatures between 50F and 70F.
- Follow "First In, First Out" process.
- Distribute food with oldest or closest container date first.
- Rotate stock every 2-3 months and avoid stockpiling.

- Keep food, paper products and chemicals all separate, at least 4-6 feet and preferably in a separate room. If stored in the same area, the chemicals should be on the lowest level.

Refrigerator/Cooler and Freezers:

- Keep refrigerator clean.
- Do not crowd refrigerator with food.
- Make sure door seals are tight.
- Maintain temperatures at or below 40F in cooler and below 0F in freezers.
- Store raw meat products BELOW produce, ready to eat and prepared foods.
- Equip each refrigerator with an internal thermometer.
- Record temperatures on log sheets as frequently as possible, at minimum three times a week; check temperatures when refrigerator is not being opened and closed continuously.
- Label the receiving date of each item or case of items.
- Follow “First In, First Out” process.
- Rotate stock at least every 1-2 months.
- No refrigerated or freezer items should sit out for more than 30 minutes as those items will spend some time in transit with the person who takes them home.

E. Methods to document training.

1. Documentation of Training. Each agency trainee who receives training should sign a document to acknowledge that she or he has received training. In group settings, the document could be a sign-in sheet. (Note, however, that in a group setting where multiple agencies are represented, each agency should have a separate sign-in sheet. This will facilitate filing the sheets in appropriate agency files as described below.) In one-on-one trainings, the document could be a simple memo on which the individual acknowledges receiving the training. In any case, the document should include a summary outline of the topics that were covered during the training. See Attachments A.

2. Agency Files. No later than January 15, 2014, each agency file (i.e. the central file located in Verona) should contain documentation of training (including both trainer and trainee signatures).

3. Monitoring. In addition to the documentation described above, at each monitoring visit, the PSC should ask about food safety training compliance. The agency monitoring form has been revised as of September, 2013 to reflect the same.

AGENCY FOOD SAFETY TRAINING

Agency Name: _____ Agency Number: _____

Date of Training: _____

Topics covered:

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Signature of Trainer

Created September 2013

Signature of Trainee_____
Date